File No.GA-14019/1/2016-GENERAL
Government of India
Ministry of Women & Child Development

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Shastri Bhawan, New Delhi
Dated: 7th November, 2016

To

As per list attached.

Subject:- Quotation for supply of 20 litres capacity packaged drinking water bottles (with BIS specification) to the Ministry of Women & Child Development – reg.

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The Ministry of Women & Child Development (MWCD) invites quotations for supply of 20 litres capacity sealed drinking water bottles of reputed brands such as Bisleri/Kinley/Aquafina etc. to the Ministry's offices located in Shastri Bhawan, Jeevan Vihar Building and residential office of Minister(WCD) as per the terms and conditions enclosed at **Annexure-I.** The number of 20 litres packaged drinking water bottles may increase/decrease depending upon the requirement of the Ministry from time to time.

2. The bid should be submitted in two **sealed covers**. The first sealed cover should be superscribed as "Technical Bid for supply of 20 litres packaged drinking water bottles" and should contain the technical details of the company as per **Annexure-II.** The second envelope superscribed "Financial Bid for supply of 20 litres packaged drinking water bottles" should contain only the rates of 20 litres packaged drinking water as per **Annexure-III.**

3. Both the sealed covers should be placed in the main sealed envelope superscribed "Tender for supply of 20 litres capacity packaged drinking water bottles (with BIS specification) to the Ministry of Women & Child Development" may be addressed to the Under Secretary (General), Ministry of Women & Child Development, Room No.313 (Cabin), 'A' Wing, Shastri Bhawan, New Delhi – 110001 and **dropped in the tender box of this Ministry mounted on the wall of Room No.629, 6th Floor, 'A' Wing, Shastri Bhawan, New Delhi – 110001.**

4. The last date for receipt of tender is **30.11.2016 at 3:00 P.M**. The Bids shall be opened at 3:30 P.M. on the same day i.e. 30.11.2016 in Room No.313 (Cabin), 'A' Wing, Shastri Bhawan in presence of such of the bidders or their representatives, who may wish to be present. Conditional/Incomplete bids will not be entertained. **Bids received after the specified date and time shall not be entertained.**

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5. Tender document may be obtained on any working day between 1000 hours to 1300 hours from Room No.629, 'A' Wing, Shastri Bhawan, New Delhi. The tender document can also be downloaded from the Ministry's website ***i.e.*** **http://www.wcd.nic.in/. For any clarification as to the tender documents, Under Secretary (General) of the Ministry may be contacted on telephone no. 23381970 or in person after prior appointment.**

6. The Competent Authority in the Ministry reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the tender documents in the public interest or reject any or all bids without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.

Yours faithfully,

(V.T. Joseph)
Under Secretary to the Govt. of India

Copy to:

1. The Technical Director (NIC), with a request to upload the tender on the Ministry's website.

Annexure-I

Terms & Conditions for supply of 20 litres Packaged Drinking Water Bottle/Jar in the Ministry of Women & Child Development, Shastri Bhawan, New Delhi-110001.

1. The rates quoted, should be clearly specified whether sales tax, central sales tax and service tax and VAT are applicable and, if so, at what rate? In case, this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of all type of taxes.

2. The period of contract shall be for one year initially from the award of the contract subject to further extension thereafter on satisfactory performance. The bidder will have to supply the packaged drinking water in the offices of the Ministry situated at Shastri Bhawan, Jeevan Vihar building and residential office of Minister (WCD) at 14, Ashoka Road or any other location in Delhi/NCR where Ministry's offices are situated. No transportation charges will be paid.

3. Any modification in the bid/offer after the opening date will not be considered. No request for escalation in rate shall be entertained on account of any reasons during the currency of the contract.

4. The Ministry reserves the right to seek clarification or verification of any information supplied by the bidder.

5. The estimated quantity to be supplied on a daily basis at the above mentioned buildings/ locations may vary depending upon the climate and the requirement.

6. Payment shall be made by electronic transfer to the account of the supplier after completion of each month on submission of pre-receipted bill in triplicate on monthly basis.

7. EMD of Rs.20,000/- (Rupees Twenty Thousand only) must accompany by way of DD/Pay Order in favour of Pay and Accounts Officer, Ministry of Women and Child Development payable at New Delhi. A quotation not accompanied by EMD will be summarily rejected.

8. EMD of successful bidder will be returned after they submit the performance security deposit amounting to Rs.50,000/- (Rupees Fifty thousand only) which will be refunded on satisfactory completion of the contract. No interest will be paid on security deposit.

9. The EMD of unsuccessful bidder will be returned on finalization of the contract. No interest will be paid on EMD amount.

10. The Ministry reserves the right to reject any or all quotations without assigning any reasons thereof. The quotations of brands other than

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the reputed brands (Bisleri/Kinley/Acquafina or other equivalent brands) shall be rejected out-rightly.

11. In case there is any lapse in the services provided, the Ministry reserves the right to terminate the contract without any notice.

12. The bidder should be authorized distributor/stockiest of packaged drinking water. A certificate in this regard may be enclosed in the bid.

13. A penalty of Rs.500/- will be imposed if it is found, after enquiry, that water supplied is below the desired standard or contaminated water is supplied. In case of frequent supply of sub-standard water, the contract will be cancelled forthwith and security deposit forfeited. The firm will also be black-listed.

14. If the service rendered by the firm is not found satisfactory at any time during the period of contract, the contract is liable to be cancelled without any notice.

15. Dispute, if any, arising in the matter shall be settled by an arbitrator to be nominated by the Ministry.

16. The contract shall be subject to Indian laws under the jurisdiction of Delhi Court.

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Annexure-II

TECHNICAL DETAILS

Sl. No.	Particulars	To be filled by the Tenderer
1.	(a) Name of the Firm/Agency	
	(b) Address	
	(c) Name of Proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) E-mail Address	
	(g) Name of business partner, if any	
2	PAN Number (copies to be enclosed)	
3	TIN Number (copies to be enclosed)	
4	Length of experience in the field (copies of contracts/orders placed on the agency during **last 3 years should be attached**).	
5	Whether the firm is authorized dealer/stockist of the packaged drinking water (please enclose certificate).	
6	Licence Number issued by BIS (copy to be enclosed)	
7	Details of EMD (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
8	Whether terms and conditions of the tender is acceptable or not (please attach copy of terms & conditions (Annexure-II) duly signed as token of acceptance of the same	
9	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to be attached in this regard.)	

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Annexure-III

QUOTATION FOR SUPPLY OF 20 LITRE PACKAGED DRINKING WATER BOTTLE/JAR

(Amount in Rupees.)

Sl. No.	Type of packed jars/bottles required	Name of Brand	Rate per jar/bottle	Rate of taxes, if any	Total amount including taxes
	20 Litre packaged drinking water bottle/jar.				

(Signature of the authorized person)
Name:
Designation:
Seal:

Place:
Date: